

Basic Management

302

1957

Office Memorandum • UNITED STATES GOVERNMENT

TO : Training Officer, ORR
THRU : Chief, Economic Research Area
THRU : Chief, Materials Division
FROM : Acting Chief, Chemicals Branch, D/M/RR

DATE: 23 October 1957

SUBJECT: Request for Permission to be Excused from OTR Course on Basic Management

1. The undersigned hereby requests permission to be excused from the OTR Course in Basic Management which began Monday, 21 October 1957 and will extend through Friday, 1 November 1957.

2. My reasons for this request are as follows:

a. Since application was made to take the course, I have learned that I will be out of town on Agency business the last two days of the course.

b. If I continue with the course, lack of time will prevent me from properly briefing myself in preparation for the above mentioned trip.

3. I would prefer to take the course at some later date when it would not interfere seriously with other matters.



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BASIC MANAGEMENT #34

22 April - 3 May 1957

This course cancelled. Substituted Basic Supervision.

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